

City of Long Beach, Washington
APPLICATION for DESIGN REVIEW for a SIGN

APPLICANT INFORMATION

Name _____

Telephone _____

Mailing Address _____

Fax _____

E-mail _____

PROPERTY OWNER INFORMATION

Name _____

Telephone _____

Mail Address _____

Fax _____

E-mail _____

PROJECT INFORMATION

Site Address _____

Zone _____

Sign Description _____

Size of Proposed Sign _____

Total Size, All Signs on Property _____

Do existing signs on the property conform to city regulations? _____

CHECKLIST

In addition to this application form, the applicant must also provide a site plan and drawings showing each sign location, including existing signs. The following information is required to be shown on these plans, and described here. Provide samples of materials and colors, where possible.

Type of Sign:

- ☐ Wall sign
- ☐ Freestanding sign
- ☐ Monument sign
- ☐ Multiple tenant sign
- ☐ Other (describe) _____

Additional Information:

- ☐ Sign Height _____
- ☐ Sign Material _____
- ☐ Sign Colors
 - text _____
 - background _____
 - frame _____
- ☐ Existing Building Colors _____
- ☐ Type of Lighting _____

APPLICANT SIGNATURE: _____ date: _____

OWNER SIGNATURE: _____ date: _____

received by _____ date _____

City of Long Beach, Washington Application for Sign Design Review

Instructions to Applicants

This information is provided to assist you in submitting an application for design review for a sign. The City of Long Beach has a three-step process for design review. The application is first reviewed by City staff to ensure that it is complete, and that it meets the city's minimum requirements for approval (*step 1*). If that threshold is met, the application is forwarded to the Planning Commission (*step 2*). The Commission usually meets on the second Monday of the month, and applications must be filed at least ten working days before the meeting date in order to be considered. The Planning Commission reviews the application to determine whether it meets the city's design review requirements, as set forth in Section 5 of the city's Zoning Ordinance and in the Design Review Guidebook. Copies of these documents may be reviewed at City Hall, or on the City's web site, "www.longbeachwa.gov." Paper copies may also be purchased at City Hall. The Planning Commission forwards its recommendation to the City Council, where a final determination is made (*step 3*). The Council's decision is provided to the applicant in writing. That decision may be appealed to Pacific County Superior Court within ten days of the Council's decision. **You are encouraged to ask for a "pre-application" meeting, where you can discuss your design concept with the staff before spending the time and money needed to prepare a full application.**

The Design Review application requires information about the applicant, the property owner, and the project. The applicant and the property owner must provide their names and contact information. Please provide us with telephone numbers where you can be reached during the day, or where we can leave a message for you. If the applicant and owner are the same, this information need only be provided once.

Both general and specific project information is required. The general information includes the site address, the zone in which the property is located, and a brief description of the proposed sign. More detailed information is summarized on the application, and **must** be shown on graphics that accompany the application. The required graphics are detailed renderings of the proposed sign, as well as drawings that show the proposed sign in relation to the building(s), and to other signs on the property. Drawings that show the actual colors to be used should be provided, where possible. In the alternative, you may provide samples of colors or materials to be used. You are encouraged to provide drawings no larger than 11" x 17", in order to make it easier for us to make copies. If you choose to provide drawings larger than 11" x 17", please provide at least eight copies. All drawings submitted must be drawn to scale.

The signatures of **both** the applicant and the property owner are required. If the applicant and the property owner are the same person, write "same" in one of the spaces. If the property is jointly owned, the signatures of all owners are needed.

If you have any questions about this application or the approval process, or if you need assistance, please contact the Community Development Department at 360-642-4421.